

M E M O R A N D U M

TO: Title I Program Administrators

FROM: Title Grants and Support Office

DATE: September 15, 2017

SUBJECT: Data Collection -Title I Staffing Report for 2016-2017

The 2016-2017 Title I Staffing collection window will be open from Monday, September 18, 2017 to Friday, October 27, 2017. This report collects data on Title I funded staff from the 2016-2017 school year. **All School Corporations and Charter Schools that received Title I, Part A funding in 2016-2017 must complete and submit this report, if any positions were funded by Title I, Part A in the 2016-2017 school year.**

You may access the report using the following link:

<https://title1staffing.doe.in.gov/>

To access the report, you will need your DOE online login username and password. If you need to reset your password, please use the following link:

<https://doeonline.doe.in.gov/PasswordReset.aspx>

If you need to request a DOE online account, please use the following link:

<http://www.doe.in.gov/help/doe-online-help/doeonline-roles>

Under NO circumstances may School Corporations or Charter Schools submit this data via email or fax. Reports must be submitted electronically through the web link provided. This will ensure receipt of your data.

Please reference the directions below to assist in completing the report.

If you have questions about the instructions, please contact Dwayne Marshall at DMarshall2@doe.in.gov.

TITLE I STAFFING REPORT

This report collects data from the school year 2016-2017

General Information:

Who must complete this report?

This report must be completed by any School Corporation or Charter School that received Title I, Part A funding for the 2016-2017 school year.

When must this report be completed?

The 2016-2017 Title I Staffing collection window will be open from Monday, September 18, 2017 to Friday, October 27, 2017.

Where do I access this report?

You can access the Title I Staffing Report at: <https://title1staffing.doe.in.gov/>. You will need your DOE Online Login credentials to access the report.

How can I reset my password?

If you need to reset your DOE Online password, please use the following link:

<https://doeonline.doe.in.gov/PasswordReset.aspx>

How can I request an account for DOE Online?

If you need to request a DOE Online account, please use the following link:

<http://www.doe.in.gov/help/doe-online-help/doeonline-roles>

Who can I contact with questions about the report?

Please contact Dwayne Marshall, Assistant Director of Title Grants and Support with any questions at dmarshall2@doe.in.gov or 317-232-0548.

Completing the Report:

First Screen:

You will enter your corporation's number and the year 2017. You will be reporting data for SY 2016-2017. When you go to the next screen you should see text at the top like the image below:

This Title I Staffing Annual Report collects data from school year 2016-2017.

Corp:	4650
First:	
Last:	
Phone:	
Email:	

Contact Information

Enter the first and last name of the person completing this report, telephone number, and e-mail address. If you forget to enter any of this information, an error message will remind you. This information must be completed before submitting the report.

What should be reported?

This report collects data on Title I funded staff from the 2016-2017 school year. Full-Time Equivalents (FTE) must be reported for Targeted Assistance Schools (TAS) and Schoolwide (SWP) schools. TAS and SWP schools should report only the staff funded by Title I, Part A dollars. These counts represent staff in the school corporation or charter school funded by Title I, Part A during the regular school year by job category. This report does not collect data on teachers that received stipends to work outside their contract hours.

Administrators and Supervisors working in both TAS and SWP

For administrators and supervisors who service both TAS and SWP programs, report the FTE attributable to their TAS duties only.

Exclusions: Extended Time Programs and School Improvement

Please do not include positions funded for extended time (e.g. After School, Before School, Summer School, Saturday School, Jump Start, etc.) Please do not include positions funded by Title I, Part D (Delinquent), School Improvement 1003(a) and 1003(g) Grants.

Job Categories

- Title I Administrators (non-clerical), such as the Title I Program Administrator/Supervisor
- Title I Teachers (certified)
- Title I Paraprofessionals (noncertified)
- Title I Clerical Support Staff (clerical only)
- Title I Other Paraprofessionals (ex. parent involvement translators)

Additional Instructions

- Fill in the full-time equivalent (FTE) to the nearest hundredth.
- FTE is computed by the following ratio: FTE hours paid by Title I each week divided by the total number of hours in a regular workweek. **Example: 26 hours each week as a Literacy Coach divided by 37.5 hours in the workweek = 0.69 FTE**
- The Administrative FTE column should include all district or public school Title I positions funded by "off the top" expenses. The Title I funded positions for non-public, neglected, and delinquent institutions are NOT included in this report.
- Some staff members may fulfill multiple roles. For reporting purposes, the budget category from which staff are paid and the type of Title I services provided determine the job category. In this case, you may be reporting this person's FTE in multiple job categories. **Example: A half-time Title I Coordinator who also works half-time as a teacher. The Administrative FTE would be .50 and Teacher FTE would be .50.**
- Some paraprofessionals (instructional assistants/teaching assistants/tutors) may hold valid Indiana teaching licenses but are paid on a non-certified salary scale. These positions should be reported in the non-certified Title I paraprofessional category.

Title I Highly Qualified Teachers and Paraprofessionals In Title I Schools

Please note: Highly Qualified Requirements were still required in SY 2016-2017. Please enter percentages as whole numbers between 0 and 100.

Definition of "core academic subjects" means English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, art, history, geography, and fine arts{34 CFR §200.55(c)}.

NCLB and ESSA require that all Title I instructional paraprofessionals must be highly qualified by end of the 2005-2006 school year { §200.58(d)}, and newly-hired paraprofessionals in Title I schools--those hired after January 8, 2002--must immediately meet the requirements. (Note: this does not include paraprofessionals who solely work as translators or with parent involvement.) For purposes of Title I, this applies to:

- Targeted Assistance School: instructional paraprofessionals paid by Title I;
- Schoolwide Program School: any instructional paraprofessional.

Report Submission and Attestation

Check the box to verify compliance with section 1119. If you forget to check this box, an error message will appear when you try to save the form.

Click the blue button to **save** at the bottom of the screen, **then** click the large red button to **submit** your report.

Your submission will serve as an attestation that the schools in your school corporation/district are in compliance with the guidelines set forth in section 1119, QUALIFICATIONS FOR TEACHERS AND PARAPROFESSIONALS. {§1119(i)}

Remember to retain a copy of your submission for your files. **You are not required to send a hard copy of the attestation. You will receive a confirmation email once your data has been successfully submitted.**